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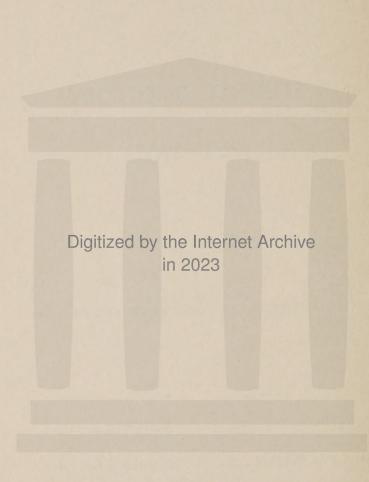
JAMESTOWN COLLEGE

STUDENT DIRECTORY

1962 - 1963

Published by the JAMESTOWN COLLEGE STUDENTS' ASSOCIATION

COVER DESIGN - RITA PETERSON



FOREWORD

With this issue, the Student Directory is reduced in bulk and subject matter and becomes a supplement to the Student Handbook, the latter being handed out to each student at the beginning of the academic year.

This policy will give each student the information which should be at his disposal at the beginning of the year, in the Handbook. Additional information which of necessity does not become known until after the start of the year - specifically, the list of registered students, and the officers of the classes and campus organizations - will be included with the pictures of freshmen and transfer students in the Directory.

The advantages of this policy are obvious: a breaking down of information into the two publications; a saving of time as a result of this action; and less wear and tear on the editors.

This policy also allows corrections to the Handbook to be made. Such is the case in including the new basketball schedule, revised after the printing of the Handbook.

Words of thanks are due to the Directory advisor, Mrs.

Marjorie Tyner, for her time and valuable advice, and to
my co-editor, Bob Fisher, who took care of some the small
tasks so easily overlooked.

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Name, Classification, Home Address, Local Address, Phone

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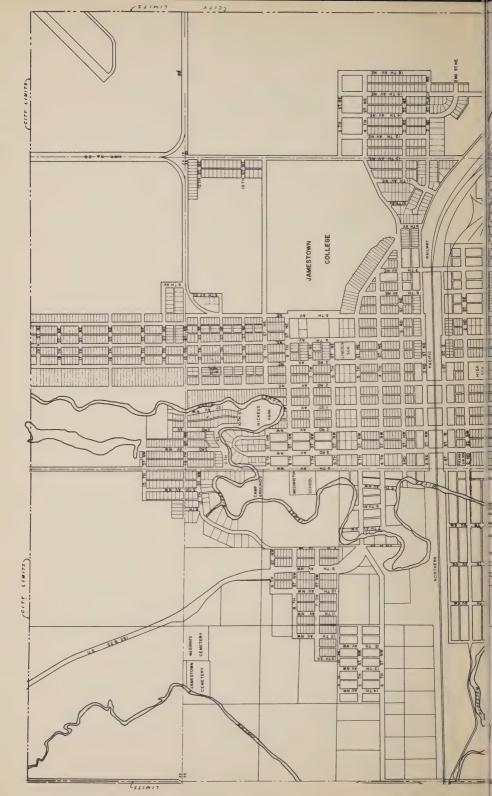
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Saturday	December	8	Univ. of Manitoba	There
Friday	December	14	Northwestern	Here
Tuesday	December	18	Ellendale	There
Friday	December	21	General Beadle	There
Saturday	December	22	Dakota Wesleyan	There
Friday	January	11	Valley City	Here
Saturday	January	12	Dickinson	There
Tuesday	January	15	Ellendale	Here
Friday	January	25	Minot	There
Saturday	January	26	Bottineau	There
Tuesday	January	29	Wahpeton	Here
Friday	February	1	Bismarck J.C.	There
Saturday	February	2	Minot	Here
Friday	February	8	Bottineau	Here
Saturday	February	9	Mayville	There
Tuesday	February	12	Valley City	There
Saturday	February	16	Mayville	Here
Tuesday	February	19	Dickinson	Here
Thursday	February	21	Wahpeton	There

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STUDENTS' ASSOCIATION CONSTITUTION

ARTICLE 1 - NAME

The organization shall be called the Students' Association of Jamestown College, Jamestown, North Dakota.

ARTICLE 2 - PURPOSE

The object of this association shall be to direct and supervise all general extra-curricular student activities. It shall serve as a medium of communication between the student body and faculty for mutual understanding and harmonious effort in all that may concern interests of the student body.

ARTICLE 3 - MEMBERSHIP

All students in the institution shall be members of this association, namely, students enrolled in the college of Liberal Arts or in any department thereof.

ARTICLE 4 - OFFICERS

The officers of this association shall be a president, a vice-president, a secretary, and a treasurer. These officers shall be elected from the student body, and term of office shall be for one year, or until the successors are elected and installed.

ARTICLE 5 - DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings of the Students' Association and perform such duties as generally pertain to the office. He is also president of the executive committee.

Section 2. The vice-president shall perform the duties of the president in his absence.

Section 3. The secretary shall keep a record of all the meetings of the association, of all the business transacted by it, and shall attend to the correspondence of the a ciation. He shall also be secretary of the executive committee.

Section 4. The treasurer shall collect all fees, deposit all money immediately upon receipt, and keep an accurate memorandum of all money received. He shall maintain a petty cash fund of not more than ten dollars to reimburse students who present receipted bills for minor purchases not exceeding the sum of two dollars. No minor purchases shall be charged to the account of the Students' Association. The treasurer shall pay by means of check all major debts exceeding two dollars, which have been duly authorized and are properly billed. All bills paid must be allowed by the executive committee and the checks counter-signed by the president of the association.

His books must be audited at the close of each semester by the auditing committee of the college before the report is submitted. At the close of his term in office, his final report shall be published in the official college paper. The treasurer shall furnish bond of \$1,000, said bond to be provided by the Students' Association.

Any requests for monies from the general fund of the Students' Association shall be made orally at the executive committee meeting that is held previous to the Students' Association meeting, and any request of more than \$25 shall be subject to final approval of the Students' Association.

ARTICLE 6 - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer of the Students' Association together with the presidents of each class and three members-at-large elected from the student body.

Section 2. The Executive Committee shall meet the Monday preceding the Students' Association meetings. They shall hear all money bills brought before the Students' Association. The Executive Committee shall promulgate all bills passed by the Students' Association and shall have the power to appoint committee chairman for all Student Association functions. The

Executive Committee shall possess the power of interference in all decisions made by all committees or any organization which fall under the jurisdiction of the Students' Association. Committee members who fail to fill the responsibilities of their respective offices shall be subject to recall by vote of 2/3 of the Executive Council Members.

Section 3. The Executive Committee shall have the power to rule on the constitutionality of any bill if questioned by a member of the student body. This shall be done at a regular meeting of the Executive Committee and a simple majority of the Executive Committee shall decide the issue. Arguments will be presented by the sponsors of the bill and those questioning its legality or their chosen representatives, not to exceed two.

or their chosen representatives, not to exceed two.

Section 4. Any member of the Executive Committee that has three or more unexcused absences will be brought before the Students' Association and he may be released from the Executive Committee by a two-thirds vote of the

Students Association. The vote will be by secret ballot.

Section 5. The Executive Committee shall transact all business for the association when the association is not in session. Appeals from any decision of the Executive Committee shall be made to the association.

Section 6. A quorum of the Executive Committee shall consist of a majority of its members.

ARTICLE 7 - ELECTIONS

Section 1. Elections shall be held not later than two weeks before the first meeting of the Students' Association in the second semester.

Section 2. The officers of the Students' Association shall take office at the first meeting of the Students' Association in the second semester, and shall hold office until the end of the first semester of the succeeding year.

ARTICLE 8 - MEETINGS

Section 1. Ordinarily there shall be a meeting of the Association each second and fourth Tuesday during the college year; regular meetings may be changed to the first and third Tuesday or cancelled by action of the Executive Committee. Special meetings may be called by the president and the secretary of the association. They shall also call such meetings when petitioned by three or more members of the association to do so. If little or no business is on the docket, a program shall be arranged to Robert's Rules of Order.

Section 2. Be it further provided that no student or faculty announcement, declaration, or address outside of regular business debate and discussion shall exceed two minutes of the meeting time except in the case of urgent necessity by request to the President of the Student Association beforehand.

ARTICLE 9 - QUORUM

A quorum of the association shall consist of thirty percent of the members.

ARTICLE 10 - ADVISORY MEMBER

The president of the college shall be the faculty advisor of the association. In his absence the dean of the college shall act in that capacity, or someone designated by the president.

ARTICLE 11 - AMENDMENTS

The constitution may be amended by a two-thirds vote of the Students' Association members. It must have two readings before being voted upon and must have been posted on the college bulletin board previous to the day the vote is taken.

ARTICLE 12 - LIMITS OF ACTION

Any power not so delegated above is forbidden.

BY-LAWS TO THE CONSTITUTION

ARTICLE 1 - STUDENT PUBLICATIONS

Section 1. There shall be a committee which shall be known as the Board of Publications. This committee shall consist of seven members: The faculty advisor of the Collegian, who shall appoint as a second member either the editor or the business manager of the Collegian; the faculty advisor of the Hea Kan, who shall appoint as a fourth member either the editor or the business manager of the Hea Kan; one junior, one sophomore, and one freshman, to be

appointed by the Executive Committee. The student representative of highest ranking by class shall be chairman of the board. The student representatives shall take office during the first week of the second semester of the school year.

Section 2. The Board of Publications shall, at the end of each school year, select a faculty member to act as advisor to the Hea Kan. These selections shall be forwarded to the faculty board with a request for appointment. The faculty members shall serve as advisors for one school year and

may succeed themselves.

Section 3. The purpose of the Board shall be to supervise and control any and all publications sponsored by or published by the authority of the Students' Association. It shall also attempt to secure cooperation of any non-affiliated student groups in planning their publications in such a way that they will fit into the general student publication plan. The board shall have the power to exercise authority over the editorial policy, business management, and public relations of the Collegian, Hea Kan, and the Student Directory.

Section 4. The name of the official publication of the Students' Association

shall be "The Jamestown Collegian".

Section 5. The official annual or yearbook of the Students' Association

shall be known as the "Hea Kan".

Section 6. The Students' Association, under the direction of the Board of Publications, shall publish a Student Directory each year as soon after the opening of the fall term as possible. This directory shall be distributed free of charge and shall be maintained as nearly as possible on a self-supporting basis through the sale of advertising. Any deficits shall be covered by the general fund of the Students' Association, and any profits remaining shall be added to the general fund.

Section 7. Editors and Business managers for the various publications shall be chosen by the Board of Publications in the spring of each year.

Section 8. It shall be the duty of the Chairman of the Board of Publications to present a complete report to the Executive committee at the beginning of the fall semester, containing all policies, fees, etc., applicable to the coming

school year, for their approval. This report shall be kept on file by the Students' Association Secretary.

Section 9. It shall be the duty of the Business managers of the above mentioned publications to publish a complete financial report in the "Collegian". The financial statements for the "Student Directory" and the "Hea Kan" shall be published within two weeks of their distribution. The Collegian shall publish its financial statement in the final edition of each semester.

ARTICLE 2 - FINANCE

Section 1. At a date no later than the first of May, a Students' Association budgeting committee will propose a budget of anticipated expenses for the coming academic year; which, on approval by a majority of the Executive Council members, will be submitted to the College administration for final approval.

Section 2. (a) The budgeting committee shall consist of the Students' Association Treasurer, the Students' Association President, and a business manager; who, at the end of the second semester of each year, shall be appointed by the Executive Council after recommendation by the Students'

Association Treasurer.

(b) The duties of the Students' Association business manager shall be to work in conjunction with Students' Association Treasurer as business manager of all Students' Association functions, excluding the Board of Publications.

Section 3. The budgeting and the business of Students' Association shall be conducted in accordance with the requirements outlined in the Financial System as recorded in the Secretary's minutes of the May 15, 1962 Students' Association meeting.

ARTICLE 3 - ELECTION COMMISSION

Section 1. The Election Commission shall be comprised of 5 members: one representative from each residence hall, one representative of the downtown students, and a chairman, all to be appointed by the Executive Committee.

Section 2. It shall be the duty of this commission to supervise, regulate, tabulate, and publish the results of all elections pertaining to the student body.

ARTICLE 4 - HOMECOMING

Section 1. Immediately following the annual Students' Association elections in January, the Homecoming Co-Chairmen for the following year shall be appointed by a special committee.

Section 2. This committee shall consist of the retiring president and the incoming president of the Students' Association and the Homecoming Co-

Chairmen of the past year.

Section 3. The Homecoming Co-Chairmen shall select their own committees. The athletic coach shall be ex-officio member of this committee.

Section 4. Selection of the Queen

- a. The Election Commission shall direct the entire election. It shall be the duty of the Election Commission to inform the Publicity Committee chairman asto the results. The members of the Election Commission and Publicity Committee shall maintain this confidence until the Queen's coronation.
- b. Primary election of Queen Candidates
 - 1. There shall be a primary in which only those girls who have completed 90 semester hours of academic work, previous to the current semester, may be entered.
 - 2. The primary shall be held the second convocation period before the week of the Homecoming events.
 - 3. Freshmen and new students shall not vote in the primary.
 - 4. This primary shall be conducted by use of the secret ballot.
- c. Final election of the queen
 - 1. The three candidates with the highest number of votes in the primary shall be the candidates in the final election, to be held on the Tuesday convocation period during the week of Homecoming.

2. All members of the Students' Association shall vote in the final election by secret ballot.

ARTICLE 5 - ELECTIONS OF OFFICERS

Section 1. Elections for Students' Association Officers shall be held in accordance with Article 7 of the Students' Association Constitution. The Officers to be elected are three members at large, to the Executive Committee, treasurer, secretary, vice-president, and president, in that order, the only qualification being that the candidates for the office of treasurer must have six semester hours of college training in accounting.

Section 2. Election of officers will be handled in convention manner. An election party, to be considered official, must present a petition supporting one candidate for each office and signed by thirty members of the Students' Association, and presented to the Election Commission Chairman. This petition must be registered ten school days prior to election day. Any party formed after this date will be recognized, but will not be represented on the absentee ballot, and will receive no financial reimbursement.

Section 3. The Students' Association shall set aside an election fund amounting to \$100 per year. This money will be equally divided among official parties which have registered with the Election Commission by the required time, not to exceed \$35.00 per party.

Section 4. All parties must have one candidate for each office. For every endorsement of another party's candidate, the endorsing party's fund will be decreased by 15%. This reduction shall be returned to the general fund.

Section 5. All monies must be given by the Student's Association Treasurer to the campaign managers of the individual parties nine school days prior to the election upon the authorization of the Election Commission Chairman.

a. A complete record must be kept by the parties of the monies given to them and an accurate account must be presented to, and audited by, the Election Commission by two hours before election time.

b. Sufficient evidence of any party spending monies other than, or above the amount granted to them by the election fund may have its candidates stricken from the absentee ballot upon the decision of the Election Commission.

- c. An accurate account of all party monies must be printed in the Collegian by the Election Commission by one week after the new officers are installed.
- d. No dormitory or house monies may be used for election purposes.
 e. During election week, one representative from each official party has the right to represent their party in the Election Commission. These representatives have no voting power, but have the right to express their party's views.

Section 6. The nomination of candidates shall be done in convention style with one nomination speech for all of the candidates of each party.

Section 7. The procedure for elections is as follows:

a. The order of election is prescribed in Section 1.

- b. The procedure for election of the three representatives at large is that two primary ballots shall be held; and, if by that time any candidates shall have received votes on more than 75% of the ballots cast, those candidates shall be considered duly elected whether it be on the first or second ballot. If two or fewer candidates receive votes on more than 75% of the ballots cast on either of the first two ballots, the third ballot, consisting of all remaining candidates, automatically becomes the final ballot, with the candidates having the highest number of votes filling the remaining offices.
- c. The procedure for election of the treasurer, secretary, vice-president, and president is that two primary ballots shall be held; and, if by that time one candidate shall have received the majority of votes he shall be considered duly elected whether it be on the first or second ballot. If no candidate receives a majority on either of the first two ballots, the third ballot, consisting of only the two candidates having received the most votes on the previous ballot, automatically becomes the final ballot, with the person receiving the highest number of votes being elected.

d. Robert's Rules of Order shall govern the procedures of election except

when it is in direct contradiction with this article.

e. The Students' Association president shall preside at the election convention.

- f. The Election Commission has charge of all floor procedures and appointments of such election officials as are necessary to the running of the floor procedures.
- g. The Students' Association secretary and one assistant appointed by the Election Commission shall keep the official tally of votes cast.
- h. The Students' Association president must appoint an official parliamentarian for the election convention to see that Robert's Rules of Order are followed.
 - i. Only election officials may question the vote during the convention.

Section 8. The election officials are:

a. The Election Commission.

b. All officers of the Students' Association, unless running for office.

c. Campaign managers of all official parties.

- d. Such officials as are appointed by the Election Commission under Section 7. f.
 - e. Such officials as are appointed by the president under Section 7. h. Section 9. Absentee Ballots.
- a. The issuing of absentee ballots shall be handled by the Election Commission. All absentee ballots must be issued 72 hours preceding the election time and turned into the Commission by 48 hours before election time.
 - b. 1. Absentee ballots for the Student's Association representatives at large shall provide for listing only three first choice votes.
 - 2. Absentee ballots for the Student's Association treasurer, secretary, vice-president, and president shall provide for listing first and second choice votes. Should the first choice candidates withdraw, the second choice candidates shall be honored. Should the second choice candidates also withdraw, the ballot shall be counted as a blank for the office in question.

c. Absentee ballots shall be counted on all ballots.

- d. A list of names of all absentee balloters shall be posted 36 hours before election time. This will be handled by the Election Commission.
- e. Absentee ballots must be challenged at least two hours before election. Section 10. Seating of delegates. The delegates shall be seated on the convention floor in blocks of convenient size.
- a. The Campaign managers shall have the privilege of selecting the block chairman with the blocks equally divided as fairly as possible among the parties.
- b. No pre-arranged solid blocks shall be allowed. The Election Commission shall not recognize the same.

Section 11. If a person elected to any office cannot attend to the duties of said office, the Students' Association shall provide for the nomination of candidates and the election of one candidate to fill this vacancy, after the Students' Association president shall have declared the existence of the vacancy.

ARTICLE 6 - FRESHMEN CLASS

Section 1. The president of the Students' Association shall call to order the first freshman class meeting of the school year, and conduct this meeting until such time as a regular president is elected by the freshmen class. An announcement of this meeting shall be posted on the bulletin board of Taber Hall at least two days prior to the meeting.

ARTICLE 7 - STUDENT UNION

Section 1. There shall be a committee which shall be known as the Student Union Governing Board consisting of five members: one member from each class, and one member-at-large. The director of the Student Union shall act as the advisor.

Section 2. The officers of this committee shall be a chairman, vice-chairman, and secretary-treasurer, elected from and by the board. Their

duties shall be such as pertain to these offices.

Section 3. Members of the committee shall be elected in the following manner: In the third week in April the freshmen, sophomore, and junior classes shall nominate four candidates; at the first meeting of the Students' Association in May, an election shall be held in which the student receiving the greatest number of votes in each class shall be the class representative; and, of the remaining candidates, the one who received the greatest number of votes shall be the representative-at-large. The entire student body shall vote on all candidates. In the first semester of the following school year the Freshman class shall elect its representative to the Board in the same procedure no later than October 15th.

Section 4. The purpose of this Board shall be to coordinate, and supervise social, cultural, recreational, and educational programs or services that are conducted primarily by and for students in the Union building known as Westminster Hall.

Section 5. This Board shall meet bi-monthly at a time to be determined by the Board members at the beginning of each semester. Special meetings shall

be called by the Chairman of the Board.

Section 6. Any person, persons, or organization desiring the use of the Student Union or its facilities must first schedule the activity with the Social Activities Committee, or its equivalent, and then with the Student Union Governing Board in order to avoid conflicts with either the college calendar or the Union Facilities. Any rules formulated by the Board concerning the use of the facilities in the Union must be observed.

Section 7. In order to maintain the Student Union equipment on a self-sustaining basis, those activities held in the Union shall be assessed a fixed fee. Those activities grossing less than \$10 shall be assessed a fee of \$1.00, those grossing from \$10 to \$25 shall be assessed a fee of \$2.00, and those grossing over \$25 shall be assessed a fee of \$5.00. Monies so collected shall be added to the Student Union Fund and said fund shall be deposited with the college business office. This Student Union Fund is not granted monies; but in the case of financial need, a member of the Student Union Governing Board may request an appropriation from the Students' Association in the regular manner prescribed for such request.

ARTICLE 8 - AMENDMENTS

Section 1. These by-laws may be amended by a 2/3rds vote at a meeting of the Students' Association, providing the proposed amendment be posted on the bulletin board three school days prior to the meeting.

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